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12 April 1968

MEMORANDUM FOR: Deputy for Research and Development, OSA
Chief, OXCART Division, O/OSA
Chief, IDEALIST Division, O/OSA

SUBJECT: Monthly and Quarterly Program Progress Reports

REFERENCE: Memorandum from Deputy Director of Special Activities, subject as above, dated 29 August 1967 (OSA 3229-67)

1. Monthly Program Progress Reports are no longer required by DDS&T and are no longer prepared and forwarded by OSA.

2. Please use the following schedule for the submission dates of subject Quarterly Reports to the Deputy for Operations (SAS) who will consolidate the reports for the Director of Special Activities' review and signature:

1st quarter (1 July - 30 Sept) - due 4 October
2nd quarter (1 Oct - 31 Dec) - due 4 January
3rd quarter (1 Jan - 31 Mar) - due 4 April
4th quarter (1 Apr - 30 June) - due 3 July

3. Format for Quarterly Program Progress Reports will be similar to the current Third Quarterly Program Progress Report. Please forward the names of those individuals involved who will be responsible for the preparation of subject report. Comments and suggestions regarding suspense dates, and format of the subject report are encouraged.

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WILLIAM E. SHELTON
Colonel, USAF
Deputy for Operations, OSA

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